



Irish Museum of Modern Art

Freedom of Information Act 1997
Section 15 Reference Book

FUNCTIONS AND RECORDS

1 June 2002

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1. INTRODUCTION

The Freedom of Information (FOI) Act 1997 was implemented for government departments and other public sector agencies from 21 April 1998. The Irish Museum of Modern Art comes under the FOI Act on 1 June 2002.

The FOI Act establishes three new statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- a legal right to obtain reasons for decisions affecting oneself.

The Act asserts the right of members of the public to obtain access to official information in possession of the Irish Museum of Modern Art to the greatest extent possible consistent with the public interest and the right of privacy of individuals.

This manual is prepared in accordance with publication requirements set out in Section 15 of the Act.

2. ROUTINELY AVAILABLE INFORMATION

The Irish Museum of Modern Art currently makes information routinely available to the public in relation to its functions and activities. This information is contained in the Annual Reports, in publications such as the Calendar of Events and those relating to particular exhibitions or programmes, and on the Museum's website. Such information will continue to be available informally without the need to use the FOI Act. This manual highlights, in relation to each of the Museum's activities, where the relevant information is available.

The FOI Act is designed to allow public access to information held by public bodies which is not routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits. This manual provides a guide to the structure of the Museum to help you access information under the FOI Act.

3. HOW TO ACCESS INFORMATION WITHIN THE IRISH MUSEUM OF MODERN ART

3.1 Applications Under the FOI Act

Under the FOI Act, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- access to records held by the Irish Museum of Modern Art;
- correction of personal information relating to oneself held by the Irish Museum of Modern Art where it is inaccurate, incomplete or misleading;
- access to reasons for decisions made by the Irish Museum of Modern Art directly affecting oneself (refers to decisions taken on or after the Irish Museum of Modern Art came under the Act, ie 1 June 2002).

The following records come within the scope of the Act:

- all records relating to personal information held by the Irish Museum of Modern Art irrespective of when created;
- all other records created from the Act's commencement date of 21 April 1998;
- any other records necessary to the understanding of a current record;

The Irish Museum of Modern Art is obliged to respond to the request within four weeks.

Applications for information under the FOI Act should be addressed to:

The FOI Executive
The Irish Museum of Modern Art
Royal Hospital
Military Road
Kilmainham
Dublin 8
Ireland
Telephone: +353 1 612 9900
Fax: +353 1 612 9999
email: foi@modernart.ie

Applications must be in writing and should indicate that the information is sought under the FOI Act. If applications are submitted by email, some proof of identity may be sought. If information is desired in a particular form, eg, as a photocopy or on a computer disk, this should be stated in your application. Please give as much detail as possible to enable staff of the Museum to identify the record. If you have difficulty in identifying the precise records that you require, the FOI executive will be happy to assist you in preparing your request.

3.2 Rights of Review and Appeal

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where the Museum invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc, may also be the subject of appeal. Details of the appeals mechanisms are as follows:

3.3 Internal Review

You may seek internal review of the initial decision that will be carried out by a senior member of staff if:

- You are dissatisfied with the initial response received, ie refusal of information, form of access, charges etc; or
- You have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be marked "Internal Review" and submitted in writing to:

The FOI Executive
Irish Museum of Modern Art
Royal Hospital
Military Road
Kilmainham
Dublin 8
Ireland
Telephone: +353 1 612 9900
Fax: +353 1 612 9999
email: foi@modernart.ie

The internal reviewer is:

Philomena Byrne
Acting Director
Irish Museum of Modern Art
Royal Hospital
Military Road
Kilmainham
Dublin 8
Ireland
Telephone: +353 1 612 9900
Fax: +353 1 612 9999
email: philomena.byrne@modernart.ie

Such a request for internal review must be submitted within four weeks of the initial decision. The Museum must complete the review within three weeks. Internal review must normally be completed before an appeal is made to the Information Commissioner.

3.4 Review by the Information Commissioner

Following completion of internal review, you may seek independent review of the decision from the Information Commissioner. In addition, if you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal the matter to the Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2
Ireland
Telephone: +353 1 678 5222
Fax: +353 1 661 0570
email: ombudsman@ombudsman.irlgov.ie

3.5 Confidentiality and FOI Act

Any information provided to the Museum may be disclosed in response to a request made under the Freedom of Information Act, 1997. However, every effort will be made to protect the confidentiality of such information.

4. FEES

Fees may be charged as follows:

- in respect of personal records, fees in respect of the cost of copying records requests will not apply, save where a large number of records are involved;
- in respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and copying records. No charges may apply in respect of the time spent by public bodies in considering requests.

Section 47 of the FOI Act 1997 provides for fees.

A deposit may be payable where the total fee is likely to exceed €50.79 (IR£40.00). In these circumstances, the Museum will, if requested, assist the member of the public to amend the request in order to reduce or eliminate the amount of the deposit.

Charges may be waived in the following circumstances:

- where the cost of collecting and accounting for the fee would exceed the fee;
- where the information would be of particular assistance to the understanding of an issue of national importance; or,
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

5. RULES & PRACTICES – SECTION 16 REFERENCE BOOK

5.1 Introduction

Section 16 of the FOI Act 1997 requires the Irish Museum of Modern Art to publish and make available to the public

- "The rules, procedures, guidelines and interpretations used by" the Museum "and an index of any precedents kept by the" Museum "for the purposes of decisions, determinations or recommendations under or for the purposes of any enactment or scheme administered by the" Museum "with respect to rights, privileges, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme" and
- "Appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme".

The Museum's Section 16 manual is called "*Rules and Practices of the Irish Museum of Modern Art*".

The rules under which the Museum makes decisions that affect the rights, privileges, benefits, etc, of members of the public are publicly available in this manual, so that citizens can make informed judgements on whether their entitlements have been accorded to them in full. Where rules have already been published, this publication indicates where and how they can be accessed.

Copies of our Section 16 Manual are available from:

The FOI Executive
Irish Museum of Modern Art
Royal Hospital
Military Road
Kilmainham
Dublin 8
Ireland
Telephone: +353 1 612 9900
Fax: +353 1 612 9999
email: foi@modernart.ie

6. DESCRIPTIONS AND FUNCTIONS OF THE IRISH MUSEUM OF MODERN ART

6.1 Introduction

The Irish Museum of Modern Art was established by the Government of Ireland in 1990 and opened to the public in 1991. It is Ireland's leading national institution for the collection and presentation of modern and contemporary art.

The Museum is a company limited by guarantee and not having a share capital. The company is funded by grant-in-aid through the Department of Arts, Heritage, Gaeltacht and the Islands, and by sponsorship, franchise and own resource income.

The Museum presents a wide variety of art in a programme of exhibitions and other activities which includes bodies of work from the its own Collection and its Education and Community Department. It also creates widespread access to art and artists through its Studio and National Programmes.

6.2 Who is on the Board of the Museum and how are they appointed?

The Board consists of 14 members and a Chairperson appointed by the Minister for Arts, Heritage, Gaeltacht and the Islands for a period of not more than five years. At the discretion of the Minister, individual members may be asked to serve a second or subsequent term. There is no limit to the duration of service of a member of the Board.

The members of the Board and the Chairperson are artists and other people with an active interest and/or expertise in modern and contemporary art. They are appointed in their capacity as individuals.

Membership of the Board is voluntary. The Chairperson is paid a fee of €7,618.43 per annum, but other Board members receive no remuneration.

6.3 Publications

The Irish Museum of Modern Art publishes an Annual Report and accounts to provide the Oireachtas and the general public with an overview of each year's activities.

The Museum also publishes a range of booklets and guides on all aspects of its programmes as well as substantial exhibition catalogues which are distributed internationally.

6.4 How does IMMA Work?

The Board of IMMA is appointed by the Minister for Arts, Heritage, Gaeltacht and the Islands and meets on average on a monthly basis.

The Committees of the Board are

1. Liaison and Strategy Committee
2. Finance Committee
3. Fundraising Committee
4. Acquisition Committee

Memberships of these committees are set by the Board and are comprised of both staff and Board members. Minutes of the committee meetings are submitted to the Board.

6.5 Procedures

Members of the Board must comply with the provisions of the Ethics in Public Office Act 1995 and 2001, and also the Code of Practice for the Governance of State Bodies.

A Director shall disclose any interest he may have in any contract with which the company is about to enter. A Director may not vote in respect of any contract in which he is interested in any matter arising there out.

6.6 Complaints

If you have a complaint or are unhappy about any aspect of the Museum's service, you can contact the Head or Manager of the department you have been dealing with to let them know your concerns. A listing of senior staff together with contact details is appended. The Officer will discuss your concerns with you and if you remain unhappy you can make a formal complaint by writing to the Museum.

- Complaints relating to the Museum must be made in writing (or equivalent) within **one month** of the date the alleged incident occurred and must provide the details of the complaint. If a complaint is submitted by fax, it must be followed by a signed hard copy.
- Letters of complaint will be acknowledged within ten working days of receipt and will be investigated by the appropriate member of the senior staff. A written response to the complaint will be provided within **four working weeks**.

6.7 Director and Heads of Department

Brenda McParland
Head of Exhibitions
brenda.mcparland@modernart.ie
Telephone: 01 612 9928

Catherine Marshall
Head of Collection
catherine.marshall@modernart.ie
Telephone: 01 612 9907

Helen O'Donoghue
Head of Education and Community
helen.odonoghue@modernart.ie
Telephone: 01 612 9911

Frank Brennan
Company Secretary
frank.brennan@modernart.ie
Telephone: 01 612 9934

Philomena Byrne
Head of Public Affairs
philomena.byrne@modernart.ie
Telephone: 01 612 9924

Jean Stanley
Head of Administration and Personnel
jean.stanley@modernart.ie
Telephone: 01612 9928

Gale Scanlan
Operations Manager
gale.scanlan@modernart.ie
Telephone: 01 612 9926

David Duff
Security Manager
david.duff@modernart.ie
Telephone: 01 612 9939

7 MISSION STATEMENT

The Irish Museum of Modern Art's mission is to foster within society an awareness, understanding and involvement in the visual arts through policies and programmes which are excellent, innovative and inclusive.

The Museum exists in a new era of debate about the nature, function and purpose of museums in general. This debate has particular relevance for museums of modern art because of the apparent contradiction at the heart of such institutions. These museums collect, exhibit and provide opportunities for the interpretation of modern and contemporary artworks which, in many cases, actually question the role of the museum in this process.

IMMA has a responsibility to represent the complexity of this debate while at the same time affording different people different points of entry to cultural value.

The Museum has an important social as well as cultural role. Although pioneering, it does not claim an avant-garde position and operates within, not beyond or ahead of, society. IMMA's unique juxtaposition of past and present is empowering and facilitates an open questioning process, which is essential to a productive public engagement with visual art, especially in its contemporary modes.

8 STRUCTURE AND ORGANISATION

8.1 Organisation Chart

Director									
Head of Admin/ Personnel	Financial Controller	Head of Public Affairs	Senior Curator Head of Exhibitions	Senior Curator Head of Education/ Community	Senior Curator Head of Collection	Security Manager	Operations Manager		
PA			Curator	Curator				Fundraiser/ Sponsorship	
Personnel Executive			Administrator (at Assistant Curator level)	Assistant Curator (Admin)	Administrator (at Assistant Curator level)		Coordinator 1	1	
Admin & IT Assistant	Accounts Assistant	Assistant Press Officer		Assistant Curator AWP	Assistant Curator Heritage & Library (Vacant)	Mediators x 25	Mediators x 5 Tech		
Admin & IT Assistant	Accounts Assistant	Receptionist/ Telephonist	Administrator New Galleries (at Assistant Curator level)	Project Worker Childrens' Programmes	Assistant Curator National Programme		4 Cleaners		
	Accounts Assistant	FOH Mediators x 3			Project Worker Part-time		Cleaning Supervisor		

9. EXECUTIVE STRUCTURE AND BREAKDOWN BY DEPARTMENTS

9.1 Introduction

This section provides information regarding the breakdown of the internal structure and organisation of the Irish Museum of Modern Art. It also describes the categories of information held and the way in which it can be accessed through procedures set out in the Act.

- *Management Team/Meetings*
- Management meetings are attended by the Director/ Acting Director and the Heads of each of the departments listed below. The meetings, which take place once a fortnight, act as a clearinghouse for short-term business and for advising longer-term strategy issues. These are chaired by the Operations Manager.
- *Partnership Committee and Sub Committees*
- IMMA's Partnership Committee is made up of union representations, staff membership, and management and is chaired by the Acting Director, Philomena Byrne. The Partnership Committee operates through meetings and sub-committees to whom tasks are assigned
- *Departmental Meetings*
- Departmental meetings are held on a regular basis between Heads of Department and their staff. These provide a forum to respond to queries or concerns affecting individual members as well as providing up-to-date relevant information on the Museum's programme. Minutes of these meetings are passed to the Director for information.

9.2 The Director's Office

The Director, under the overall direction of the Board, is responsible for guiding and implementing artistic policy and for the leadership and management of the Museum. The Director has overall responsibility for the planning, development and execution of an integrated programme, including temporary exhibitions, exhibitions from the Museum's own Collection and projects by its Education and Community, National and Studio Programmes, in accordance with the Museum's policy and strategy. The Director works closely with the staff, especially with the management team of eight, to direct and take forward the Museum's programmes, services and visitor facilities.

The Director's Office includes the Director's Personal Assistant, who is responsible for all clerical, secretarial and diary management services to the Director.

The Director's Office comprises

Philomena Byrne

Acting Director

philomena.byrne@modernart.ie

Telephone: 01 612 9924

Anne Tyrrell
PA to the Acting Director
anne.tyrrell@modernart.ie
Telephone: 01 612 9925

Delivery of Service/ Information Available

The Directors' Office is not open to the public although appointments can be made by contacting the Director's PA.

Anne Tyrrell
PA to Acting Director
anne.tyrrell@modernart.ie
Telephone: 01 612 9925

9.3 The Management Team

The Management Team is made up of:

Brenda McParland
Head of Exhibitions
brenda.mcparland@modernart.ie
Telephone: 01 612 9928

Catherine Marshall
Head of Collection
catherine.marshall@modernart.ie
Telephone: 01 612 9907

Helen O'Donoghue
Head of Education and Community
helen.odonoghue@modernart.ie
Telephone: 01 612 9911

Frank Brennan
Company Secretary
frank.brennan@modernart.ie
Telephone: 01 612 9934

Philomena Byrne
Head of Public Affairs
philomena.byrne@modernart.ie
Telephone: 01 612 9924

Jean Stanley
Head of Administration and Personnel
jean.stanley@modernart.ie
Telephone: 01 612 9978

Gale Scanlan
Operations Manager
gale.scanlan@modernart.ie
Telephone: 01 612 9926

David Duff
Security Manager
david.duff@modernart.ie
Telephone: 01 612 9939

These senior staff members are responsible for the management of their respective departments and report directly to the Director.

9.4 Exhibitions

The Museum works to the highest international standards collaborating as equal partners with prestigious world wide artists and institutions.

The Museum's Exhibitions policy is focused on exhibiting primarily the work of living artists. The work of major historical figures is regularly juxtaposed with the work for contemporary artists to create a debate about the nature and function of art and its relationship with the public. The emphasis is on showing original, sometimes contested work and exploring new ways of experiencing art. The Museum originates most of its programmes and events but also collaborates with a network of Irish and international galleries and museums.

The balance of temporary exhibitions, on and off-site, ensures a diverse programme, and challenging experiences for the public.

There are no quotas with regards to artists or works exhibited.

The Exhibitions Department comprises:

Brenda McParland
Senior Curator: Head of Exhibitions
brenda.mcparland@modernart.ie
Telephone: 01 612 9928

Rachael Thomas
Curator: Exhibitions
rachael.thomas@modernart.ie
Telephone: 01 612 9930

Karen Sweeney
Administrator: Exhibitions (Assistant Curator Level)
karen.sweeney@modernart.ie
Telephone: 01 612 9931

Sean Kissane
Administrator: New Galleries
sean.kissane@modernart.ie
Telephone: 01 612 9929

Delivery of Service:

The Exhibitions Department is not open to the public, although, appointments can be made by contacting a member of the department.

9.5 The Collection

The Collection of the Irish Museum of Modern Art has been developed through purchase, long-term loans and donations as well as by the commissioning of new works. The guiding principle behind this process is that the Collection is firmly rooted in the present. The Museum purchases only the work of living artists, but does accept loans and donations of earlier works with a particular emphasis on the period of 1940 onwards.

The National Programme is designed to make the Museum's assets, skills and resources available to centres outside Dublin. Through the lending of exhibitions and individual works, and the development of collaborative projects with other organisations, the National Programme establishes the Museum as inclusive, accessible and national.

The Collection Department comprises:

Catherine Marshall
Senior Curator: Head of Collection
catherine.marshall@modernart.ie
Telephone: 01 612 9907

Marguerite O'Molloy Administrator: Collections (Assistant Curator Level)
marguerite.omalloy@modernart.ie
Telephone: 01 612 9908

Johanne Mullan
National Programmer
nat.programme@modernart.ie
Telephone: 01 612 9909

Riann Coulter
Fellow in Collections – Outsider Art
riann.coulter@modernart.ie
Telephone: 01 612 9910

Delivery of Service:

The Collection Department is not open to the public, although, appointments can be made by contacting a member of the department.

9.6 Education and Community

The Education and Community Programme works to promote a fuller awareness, understanding and participation in the work of the Museum through creating innovative and inclusive opportunities for people to access and to engage with its exhibitions and other events.

The programme operates on many levels – examples include research projects in association with the Department of Education and Science, community-based programmes within the local catchment area, and

programmes for the general public, such as the gallery-based Explorer 1 (family) programme, talks and lectures and general tours of the exhibitions..

The Artists' Work Programme, the Museum's studio/residency programme, is open to artists of all nationalities and in all disciplines. Artists participating in the programme make themselves available to meet with visitors to the Museum, providing access to the process of making art and giving the public an additional layer of experience to that available in the Museum's galleries.

The Education and Community Department comprises:

Helen O'Donoghue
Senior Curator: Head of Education and Community
helen.odonoghue@modernart.ie
Telephone: 01 612 9911

Lisa Moran
Curator – Education and Community
lisa.moran@modernart.ie
Telephone: 01 612 9912

Aoife Ruane
Assistant Curator – Education and Community
aoife.ruane@modernart.ie
Telephone: 01 612 9913

Orla Dukes
Artists' Work Programme Coordinator
awp@modernart.ie
Telephone: 01 612 9905

Mark Maguire
Children's Programmes
mark.maguire@modernart.ie
Telephone: 01 612 9914

Delivery of Service:

The Education/Community Department is not open to the public, although, appointments can be made by contacting a member of the department.

9.7 Public Affairs

The Public Affairs Department promotes the objectives of the Museum through devising and implementing ongoing public relations and marketing programmes. Liaising with the media, both Irish and international, forms a major part of its work, which also includes marketing, advertising and the management of IMMA's website.

The Department is also responsible for the Museum's Front of House and Switchboard staff who operate according to a carefully-thought-out series of guidelines aimed at maximising visitor engagement and enjoyment.

The Public Affairs Department comprises:

Philomena Byrne
Head of Public Affairs
philomena.byrne@modernart.ie
Telephone: 01 612 9924

Monica Cullinane
Public Affairs Executive
monica.cullinane@modernart.ie
Telephone: 01 612 9922

Anne Grennan
Front of House Mediator
info@modernart.ie
Telephone: 01 612 9967

Patrice Molloy
Front of House Mediator
info@modernart.ie
Telephone: 01 612 9967

Deirdre Ward
Front of House Mediator
info@modernart.ie
Telephone: 01 612 9967

Sandra Murphy
Switchboard Operator
Telephone: 01 612 9900

Delivery of Service:

The Public Affairs Department is not open to the public, although, appointments can be made by contacting a member of the department.

9.8 Administration/Personnel

The Administration and Personnel Department is responsible for overseeing the administration function and the Human Resources Management in the Museum. Reporting to the Director, the Department also includes a Personnel Executive (part time).

The Administration/Personnel Department comprises:

Jean Stanley
Head of Administration and Personnel
jean.stanley@modernart.ie
Telephone: 01 612 9978

Fiona Brady
Personnel Executive (part time)
fiona.brady@modernart.ie
Telephone: 01 612 9927

Catherine Doyle
Administration and IT Assistant
catherine.doyle@modernart.ie
Telephone: 01 612 9915

Patricia White
Administration and IT Assistant
patricia.white@modernart.ie
Telephone: 01 612 9916

Delivery of Service

The Administration/Personnel Department is not open to the public although appointments can be made by contacting the Personnel Executive.

Fiona Brady
Personnel Executive
fiona.brady@modernart.ie
Telephone: 01 612 9977

9.9 The Security and Mediation Department

The Security and Mediation Department of IMMA is responsible for the security and fire safety of the employees and visitors to the buildings and grounds of the Royal Hospital Kilmainham. The Security Manager reports directly to the Director/ Acting Director of the Museum.

- *Security*
- The security operation at IMMA protects the museum's collection and exhibitions on loan from other international galleries and artists exhibited within the Royal Hospital.
- *Mediation*
- This department is unique in that it employs Public Information Mediators who have a dual role of invigilation and communicating the art works to all visitors through informal tours and educational programmes.

The security and Mediation department comprises of

David Duff
Security Manager
david.duff@modernart.ie
Telephone: 01 612 9939

Siobhan Fitzpatrick
Mediators' Supervisor
siobhan.fitzpatrick@modernart.ie
Telephone: 01 612 9938

Twenty-One Mediators Public Information
Four Mediators Public Safety and Security

Delivery of Service

The Security Department is not open to the public although appointments can be made by contacting a member of the department.

9.10 The Finance Department

The Finance Department is responsible for the preparation of Annual Financial Statements for audit by the Comptroller and Auditor General, management accounts and reports and the preparation of budgets for submission to the Department. It is also responsible for the payment of suppliers, staff salaries and the compilation of Statutory Revenue Returns.

The Finance Department comprises:

Frank Brennan
Financial Controller & Company Secretary
frank.brennan@modernart.ie
Telephone: 01 612 9934

Andrew Williams
Accountant
andrew.williams@modernart.ie
Telephone: 01 612 9933

Hilda McNally
Administration Assistant
hilda.mcnally@modernart.ie
Telephone: 01 612 9935

Emma Brady
Administration Assistant
emma.brady@modernart.ie
Telephone: 01 612 9936

Delivery of Service

The Finance Department is not open to the public although appointments can be made through the department.

9.11 Operations Department

The Operations Department is responsible for all operational aspects of the Museum's activity, including the technical aspects of exhibition installations, utilities, franchises, energy conservation, space planning disaster and emergency planning, cleaning and day to day maintenance of the buildings and grounds in conjunction with the Office of Public Works.

The Department is also responsible for the Museum's banqueting and conference operation which is managed by OPW's Dublin Castle Conference Centre and is coordinated by an Events Coordinator who is a member of IMMA's staff.

The Operations Department comprises:

Gale Scanlan

Operations Manager
gale.scanlan@modernart.ie
Telephone: 01 612 9926

Mary Mulvey
Acting Operations Manager (May-Sept)
mary.mulvey@modernart.ie
Telephone: 01 612 9926

Catherine O'Byrne
Events
catherine.obyrne@modernart.ie
Telephone: 01 612 9935

Russell Hart
Technical Supervisor
technical@modernart.ie
Telephone: 01 612 9142

Carol Malone
Cleaning Supervisor
Telephone: 01 612 9212

Delivery of Service

The Operations Department is not open to the public although appointments can be made through the department.

9.12 Sponsorship and Fundraising

In order to raise funds for the long-term development of its programmes and activities, the Museum has launched a Friends and Patrons scheme, with a wide range of benefits for individuals and companies.

Rowena Neville
Sponsorship & Fundraising Officer
friends@modernart.ie
Telephone: 01 612 9918

Delivery of Service

The Sponsorship & Fundraising office is not open to the public although appointments can be made through the Sponsorship & Fundraising office.

9.13 Classes of Records

The following are the principal records held by The Irish Museum of Modern Art.

Assets registers

Artists' files

Administration (general files including plans, elevations, etc, of buildings, galleries etc)

Board Minutes and Papers

Catalogues

Correspondence files

Donation Records and associated files

Exhibition files

Financial files

Friends files (including some finance details)

Personnel files of officers (director, company secretary, chief officers)

Personnel files

Project or operation files

Press coverage

Photographic material (contact sheets, slides, negatives and photographs)

Publicity Material

Purchase Order/Requisition Books

Resource files (research/reference data for lectures etc)